

CHAPTER 7: DESIGN REVIEW PROCESS

Process

In order for a project to be constructed in the Northwest Quadrant, it must receive approval from the following entities:

- NWQ Design Review Committee
- City of Santa Fe Permit and Development Review Division of the Planning and Land Use Department (CoSF)
- Planning Commission

The process is designed to allow the developer/builder to demonstrate compliance with the NWQ Master Plan, Design Standards, and City Development Code as applicable. The City and the Northwest Quadrant have separate processes, each of which has a unique set of information required for submittal. There is some overlap of information and scheduling. This chapter is intended to provide an overview of the process and requirements for both the Northwest Quadrant and the City of Santa Fe so that all submittal packages can be as complete as possible.

Disclaimer

The processes outlined in this chapter for review and approvals assumes that the City of Santa Fe has jurisdiction over the review and approval process. The Northwest Quadrant Design Standards are in addition to the required City of Santa Fe codes and ordinances. The Northwest Quadrant design review does not relieve developers / builders from any review and approval process required by the City of Santa Fe. In addition, the Design Standards are not a recommendation or endorsement by the NWQ Design Review Committee of any particular plan, design, or building material which may be contained herein.

Figure 7 - 1: CITY OF SANTA FE DESIGN REVIEW PROCESS

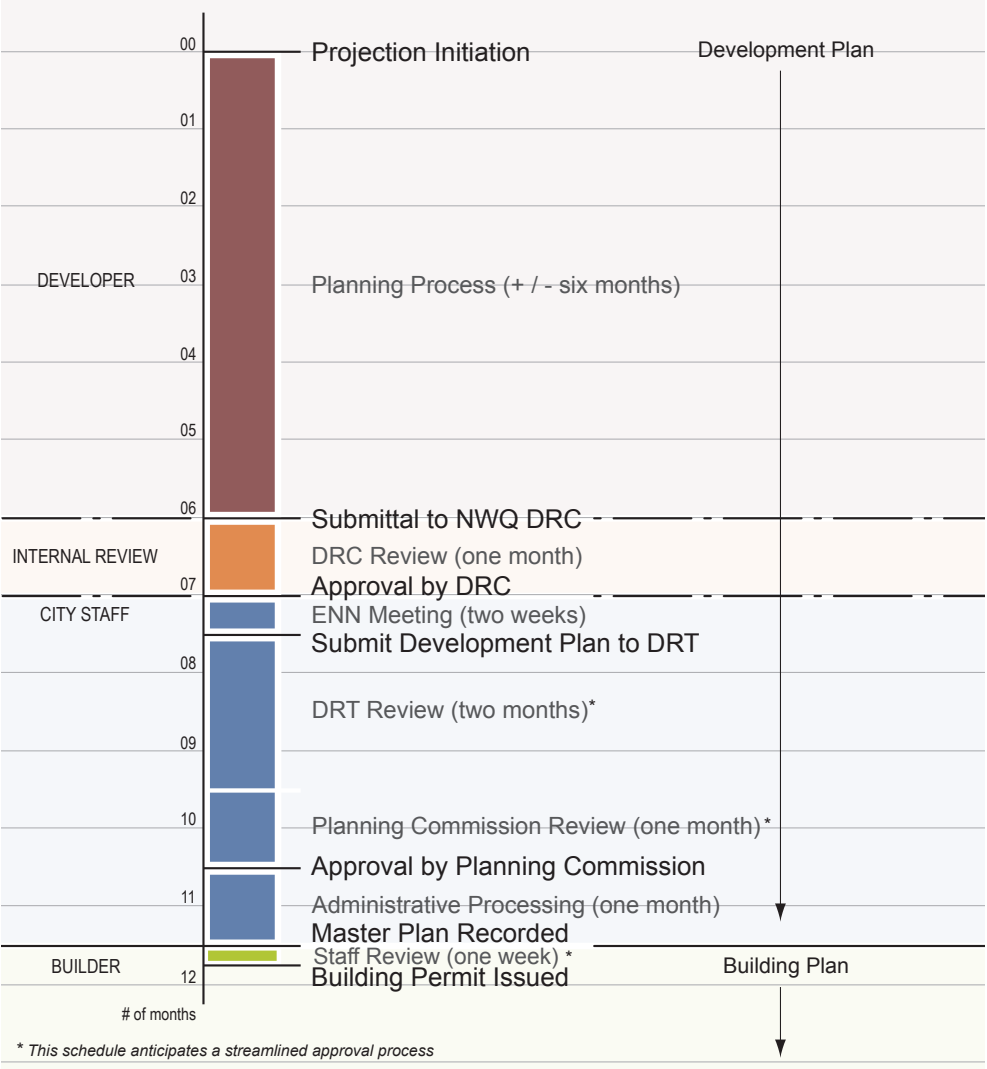
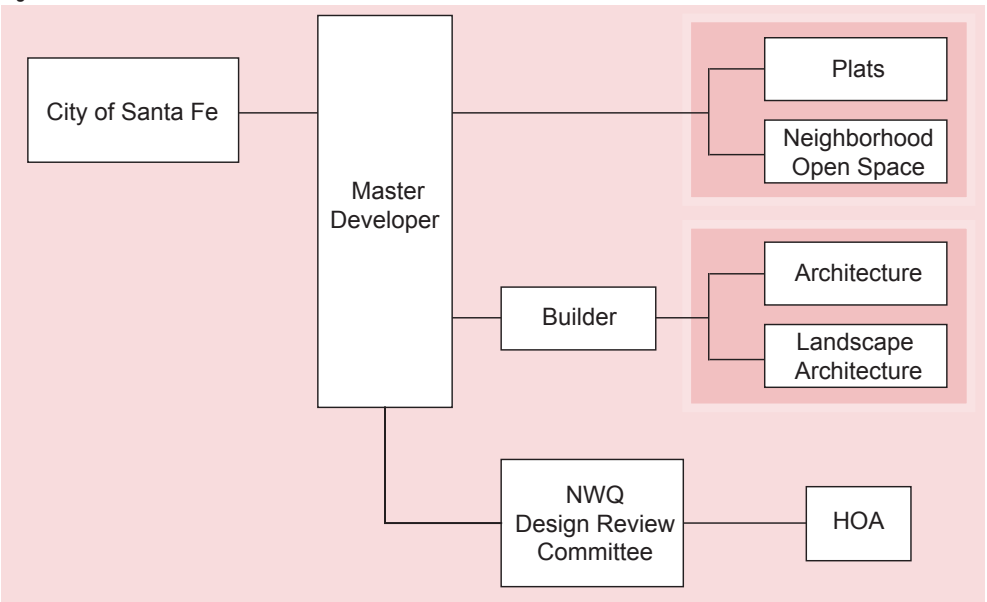


Figure 7 - 2: CITY / DEVELOPER / BUILDER / DESIGNER RELATIONSHIP DIAGRAM



Northwest Quadrant Master Plan + Other Controlling Documents

The development of property within the Northwest Quadrant is directed by a number of documents that have been /will be adopted by the Planning Commission and City Council.

PRC Ordinance

The Planned Residential Community (PRC) Ordinance, SFCC Section 14-4.3(l) was adopted by the Santa Fe City Council in 1988. The PRC ordinance outlines the requirements for large scale, mixed-use developments such as master plan preparation, design standards, and review procedures. The PRC Ordinance allows the Northwest Quadrant to prepare a set of design standards that give specific direction to the Northwest Quadrant Master Developer, City staff, developers and builders on what is required to implement the Northwest Quadrant Master Plan. The Northwest Quadrant Design Standards are to be used in conjunction with City Development Code. Where specific direction is given in the Standards, the Standards take precedence over City Development Code. Where the Standards are silent, the City Development Code applies.

Northwest Quadrant Master Plan Map

The Northwest Quadrant Master Plan Map establishes a development program and spatial arrangement of land uses and is intended to accomplish the goals outlined in Chapter 3: Master Plan.

The Master Plan map does not serve as a legal plat that creates tracts with fixed boundaries and fixed numbers of units per tract. Instead, the map allows for market, financial and regulatory forces to guide adjustments to the tract boundaries and development program for each phase. As long as the adjustments are made in a manner that remains consistent with the Master Plan Map

and the Design Standards, then these adjustments would be considered to be minor, consistent with the Master Plan and approved by Staff.

Adjustments must meet the following tests to prove consistency with the Master Plan:

- The total number of residential units in any development phase must be equal to, or less than the number of units allowed in the same geographical area established by the Master Plan.
- The development plan and plat for each phase must follow the basic development pattern set forth in the Master Plan for that particular area with the highest density residential and commercial uses closest to and part of each neighborhood or village center.
- The spine infrastructure system depicted in each phase must have the same connections and generally follow the same corridors as shown in the Master Plan. All connections to the area arterial street system outside the Northwest Quadrant shown in the Master Plan must be made.
- Development phasing must be produced in the manner prescribed by the Northwest Quadrant Master Plan.

Northwest Quadrant Design Standards

The Design Standards provide direction on the implementation of design concepts in accordance with the goals and principles of the Master Plan.

What constitutes a variance to the Master Plan?

- Substantive changes in road alignments.
- Increases in the total number of approved residential units and/or commercial square footage.
- Changes in allowable land uses.
- Changes in locations of land uses.
- Changes in zoning requirements.
- Changes in allowable build-to lines and building setbacks.
- Changes in allowable massing.
- Changes in allowable maximum heights.
- Changes in neighborhood form design standards
- Changes in architectural design standards
- Changes in landscape design standards

B. Northwest Quadrant Submittal Requirements

The Northwest Quadrant Design Standards serve as requirements and guidance for the Master Developer and home builders to ensure that the overall vision for the community is realized for site planning, landscape, architecture, and process.

A Master Developer whose philosophy and practice are in alignment with the vision of the project and the program elements will act as Master Developer to construct the base infrastructure and organize the sale of lots to individual builders.

NWQ Design Review Committee

A Design Review Committee (DRC) will review projects for conformance to the community vision and uphold the aesthetic vision of the development. The Northwest Quadrant Design Review Committee (NWQ-DRC) shall consist of a LEED-certified architect, a landscape architect, a civil engineer registered in the State of New Mexico, a representative of the Master Developer team, a mechanical engineer, an area business person and at least one member of the community (during or after Phase 1, must be a member of the NWQ community). The Master Developer in conjunction with the Office of Housing and Community Development will guide the selection of members to the NWQ-DRC.

The NWQ Design Review Committee will review each submittal for its commitment to the overall community development and adherence to the Design Standards, Master Plan, and other applicable documents. The Master Developer is not responsible for reviewing submittals for conformance to applicable codes and standards established by local agencies.

Scope

The scope of the Northwest Quadrant Design Standards includes design guidance for the neighborhood designs, neighborhood streets, neighborhood open space, architecture, walls, fencing, and landscape for the neighborhoods and residential lots. Materials and color standards are provided for structures and elements in the neighborhoods.

NWQ Design Review Process

The design review process was developed to provide adequate checkpoints to minimize time and money spent on residential development and residential designs which do not adhere to the Standards, or to the overall vision of the Northwest Quadrant. This process has been structured to eliminate delays. Nevertheless, each Builder/Developer is responsible for complying with the Standards, as well as all the rules and regulations of any governmental authority, in order to bring the design review process to a speedy and satisfactory conclusion.

The Northwest Quadrant design review process is managed by the Master Developer. Neighborhood designs, architecture, walls, and neighborhood landscape plans shall be submitted by the developer for design review to the Northwest Quadrant DRC and receive a letter of approval from the DRC prior to submittal of the neighborhood plans to the City of Santa Fe for a building permit.

The Master Developer may assign the design review function to a design review sub-committee or other authorized entity or person.

The Master Developer reserves the right to charge a design review fee including NMGRT based on total square feet of improvements to review submittals.

Improvements Requiring Review

All parcel improvements require review and approval by the NWQ DRC prior to construction. Improvements include, but are not limited to, streets, utilities, sidewalks, residential product, lotting, grading, drainage, landscape, walls, parcel entries, monumentation and permanent signage, lighting, and amenities.

Submittal Requirements

All submittals must be in digital pdf form with one hard copy not to exceed 30" x 42". Plans and material boards will not be returned. Applications for multiple parcels shall be submitted separately for each parcel. Alternative design solutions will only be evaluated as a courtesy review.

A Four Phase Process

The design review process is divided into four phases:

- 1) The Pre-Design Conference
- 2) The Sketch Plan Review
- 3) The Final Plan or Plat Review
- 4) Construction Review

Phase 1: Pre-Design Conference

To initiate the review and approval process prior to preparing any drawings for a proposed development or improvement, it is necessary that the Owner/Developer and/or Architect meet with NWQ Design Review Committee to discuss the proposed development or residence and to explore and resolve any questions regarding requirements or interpretation of the Standards or the design review process.

The purpose of this conference is to distribute and explain plans, design criteria, parcel packages and other Northwest Quadrant documents; review and clarify submittal requirements; review design requirements to provide the applicant with any additional information about the site amenities or opportunities; and, identify any unique conditions or issues related to the parcel. The applicant’s architect, engineer, and landscape architect should also attend.

This informal review is intended to facilitate an efficient planning and design process and to offer guidance prior to the initiation of preliminary design.

Phase 2: Sketch Plan Review

After a submittal is accepted as complete and in accordance with all requirements, the NWQ Design Review Committee will review the submittal for conformance to these Standards and provide a written response to the Owner/Developer within a reasonable time, not to exceed ten business days after submittal acceptance.

Sketch Plan Submittal

Three (3) sets of preliminary drawings, including all of the required exhibits, should be submitted to the NWQ Design Review Committee after the Pre-Design Conference. The NWQ-DRC is responsible for assuring the applicant has notified existing neighbors within 200 feet of the property with the proposed improvement prior to sketch plan submittal. Sketch Plan Review Submittals shall include:

Neighborhood/Subdivision Plan Review

Proposed Product

Indicate general architectural style and description of proposed homes, planned product mix, price range, proposed lot size range and number of lots in the development.

Site Plans

Show locations and areas of streets, lot layout, community walls, parks, utility structures, lighting plan, drainage features, site grading and drainage plans, including existing and proposed utility service facilities and general routes. Show existing and proposed contours at one foot intervals, and topographic features such as arroyos, rock outcroppings, existing trees, and proposed walks and trails.

Surveys

Show property boundaries and dimensions, existing surface contours at one foot intervals, major terrain features, such as rock outcrops, arroyos, flood plains, etc. Owner/Developer shall be responsible for the accuracy of all information.

Preliminary Landscape Plans

Show the general locations, sizes, quantities and species of plant materials proposed and native plants proposed for transplanting with their new locations.

Grading and Drainage Plans

Show plans to assist NWQ Design Review Committee in the review and evaluation of drainage concerns.

Residential/Commercial Lot Plan Review

Site Plans

Show locations and areas of buildings or major structures, distances from proposed structures to nearest structures (if any) on adjacent lots, driveway, parking areas, patios, pools, walls, trash enclosures, proposed utility service facilities and routes, site grading and drainage plans, including existing and proposed utility service facilities and general routes, including existing and proposed contours at one foot intervals, and topographic features such as arroyos, rock outcroppings, existing trees and major shrubs to be retained and relocated, elevations of all building floors, patios, and terraces, shown in relation to site contour elevations. All accessory uses contemplated on the lot must be shown in this drawing.

Surveys

Show lot boundaries and dimensions, building dimensions, existing surface contours at one foot intervals on NW Quadrants' datum, major terrain features such as rock outcrops, arroyos, existing trees and all designated plant materials that will be removed during construction that are within 30 feet of the proposed improvements or any disturbed areas. Owner/Developer shall be responsible for the accuracy of all information.

Plans

Show all floor plans for buildings that are planned for the subdivision. Plans should include roof plans indicating areas of flat and sloped roofs and all skylights, roof mounted equipment such as air conditioning units, if allowed, solar collectors, etc. (All accessory improvements contemplated on the Lot must be shown on the Sketch Plan Review Submittal.)

Elevations

Indicate all exterior materials and general colors as well as all dimensions and heights of all parapets and roof ridge lines. All elevations of buildings planned, or that may be built in the subdivision must be approved by NWQ Design Review Committee.

Preliminary Landscape Plans

General concept plan for common areas and streetscape needs to be approved by NWQ Design Review Committee. Concept plan should indicate general scheme and quantify plant materials proposed. Grading and drainage plans to assist NWQ Design Review Committee in the review and evaluation of building siting and drainage concerns.

Submission Checklist

Neighborhood / Subdivision

- Proposed product demonstrating mix, styles, prices and sizes
- Site plans for the neighborhood/subdivision
- Site surveys
- Landscape plan
- Grading and drainage plans

Residential / Commercial Lot

- Subdivision Site Plan
- Building site plan at a scale no less than 1" = 20' on a 24" x 36" or a 30" x 42" sheet.
- A survey, at the same scale as the site plan.
- Roof Plan and Floor Plan at no less than 1/4" = 1'0".
- Exterior elevations of all sides of the residence, at the same scale as the floor plans.
- Preliminary landscape plan at the same scale as the site plan.
- Grading and Drainage Plans at the same scale as the site plan
- Any other drawings, materials, or samples requested by the NWQ Design Review Committee.

Phase 3: Final Plan Review

The NWQ Design Review Committee will review the final submittal for conformance to these Standards and upon final approval by the NWQ Design Review Committee will submit and recommend approval. The NWQ Design Review Committee will provide a written response to the Builder/Developer within 10 days from final submittal.

Final Plan / Plat Review

After preliminary approval is obtained, the following documents are to be submitted to the NWQ Design Review Committee for final approval:

Construction Documents

Show all information necessary to demonstrate compliance with city requirements and these Standards. Include all utility locations, electric meter and transformer locations, any adjustments to locations and/or areas of the Buildings and locations and manufacturer’s catalog cut sheets of all exterior fixtures. Photographs of any exterior artwork.

Elevations and Sections for all buildings

Floor plans for all buildings

Samples

Show all exterior materials and colors, window and glass specifications, and accent items including color photographs of any exterior artwork.

Landscape Plan

At the same scale as the site plan, show areas to be irrigated, (if any), locations and sizes of all existing and proposed plants and any decorative features such as imported rocks, sculpture; and a list of all proposed plants. Also show any plans for transplanting native materials; tag trees proposed for transplant.

Final Grading and Drainage Plans

Performed by a registered civil engineer.

Lighting Plan

Show location, types of exterior illumination, fixtures, lamps, reflectors and other devices. Supply catalog cut sheets and photometric data.

Schedule

Indicate approximate dates for starting and completion of construction, utility hookup, completion of landscaping work, and anticipated occupancy dates.

Approvals and Re-submittals

All submittals reviewed by the NWQ Design Review Committee will be stamped as follows:

- *Approved*
- *Approved as Noted*
- *Address Comments and Resubmit*
- *Denied*

Definitions of these terms are defined as follows:

Approved:

Plans meet all the NWQ Design Review Committee requirements.

Approved as Noted:

Plans meet most of the NWQ Design Review Committee requirements but may contain some minor items in need of clarification or correction. Plans will also be stamped “Approved as Noted” if the NWQ Design Review Committee wants to inform the applicant of certain conditions that may affect other plan submittals or construction improvements.

Address Comments and Resubmit:

Plans contain significant deviations or deficiencies from the NWQ Design Review Committee requirements and must be corrected or clarified before the NWQ Design Review Committee will grant approval. All submittals sent back to the NWQ Design Review Committee must address each issue and any change to the plans in writing.

Denied:

Plans contain items that are not allowable under the NWQ Design Standards.

Construction may not begin on any improvements until all submittals for that type of improvement have been approved. Any change to the plans after the NWQ Design Review Committee approval, including those not specifically requested by the NWQ Design Review Committee, must be re-submitted for approval with the changes noted.

Upon receipt of submittal comments, the applicant may contact the NWQ Design Review Committee to schedule a meeting to review and explain comments in further detail. All plans must be reviewed and approved by the NWQ Design Review Committee prior to submission to the City of Santa Fe.

Building Permit

The Builder/Developer will secure all plat approvals and Building Permits for the plan approved by the Planning Commission or the Permit Department. All construction shall be in accordance with the approved plan and all applicable governmental rules and regulations.

Resubmittal of Drawings

In the event of disapproval by the NWQ Design Review Committee or the Planning Commission or Permit Department of either a Sketch Plan or Final Plan Submittals, the resubmission of drawings must follow the same procedure as the original submittal.

Additional Construction and/or Exterior Changes

Any significant changes to the site or exterior of the building before or during the construction of an improvement must first be submitted for approval by the NWQ Design Review Committee..

Construction Regulations

Approval from the NWQ Design Review Committee must be obtained prior to bringing in any construction trailer, field office, etc. Construction regulations are outlined in Chapter 8.

Final Inspection Certificate

Upon completion of construction and all required inspections, a final inspection will be conducted by the NWQ Design Review Committee.

Phase 4: Construction Review

The NWQ Design Review Committee will conduct a final inspection of the construction for conformance to the approved plans and these Standards. The NWQ Design Review Committee will provide a final inspection certificate of compliance to the Builder/Developer within 10 days from final inspection.

CHAPTER 7: DESIGN REVIEW PROCESS

C. City of Santa Fe Submittal Requirements

Once the applicant has obtained approval from the Northwest Quadrant Design Review Committee, they can proceed with the City of Santa Fe review and approval process.

Early Neighborhood Notification

The Master Developer along with its developers and builders are required to follow the provisions of the City pertaining to Early Neighborhood Notification (ENN), Early Notification Guidelines, and legal notification of area residents established by City Code. Applicants are advised that these requirements are subject to periodic review and may change from time to time. The Master Developer will assist in providing names and addresses of those needing to be informed and will attend ENN and Planning Commission meetings as required.

Preliminary Plat and Final Plat Submittals

The Master Developer, the City and the developers and builders of the Northwest Quadrant community agree that separate submittals for preliminary and final plat are required. Exceptions may include small subdivisions (fewer than 30 lots) or development plans that do not require subdivisions. The applicant should discuss making a request combined preliminary/ final plat application process at the pre-application meeting with City Staff. The request must be made in writing to the City. The authority of granting such a request rests solely with the City staff where city code allows such a combined process.

Preliminary Subdivision Plat Submission Requirements
1) Application Form
2) letter of application the request: a) intent, b) name of project, c) location,
3) Application Fee
4) Six (6) copies of the preliminary plat with data as set forth in Section 14-86.2 A through C SFCC 1987
5) Six (6) copies of the preliminary engineering plans <ul style="list-style-type: none">a) Road Plans and profilesb) Utility master plansc) Sewer Pland) Terrain Management Plans, it applicable (Section 14-83 SFCC 1987)e) Fire Protection Planf) And other plans or data as determined by city staff
6) Two (2) copies of the preliminary traffic impact analysis if: (as determined by the city traffic engineer) <ul style="list-style-type: none">a) The proposed development generates 50 or more trips in the peak direction during the peak hour of site traffic or during the peak hour of the adjacent street traffic, orb) The proposed development generates 1000 or more trip son an average weekday, orc) Financial contributions to be based on traffic are required, ord) The case is in a sensitive are where neighborhood or other areas may be perceived as impacted, ore) The are of impact includes locations with current capacity problems, high accident locations, confusing intersections, or locations where signals or other improvements are needed or planned, orf) Other specific problems or deficiencies are anticipated which may necessitate a traffic study.
7) Sewer availability statement from city Water Quality Division.
8) Phasing plan (if applicable)
9) Parking plan (if existing building(s) & use (s))
10) Proof of compliance with previous conditions or approval (if applicable-annexation, rezoning, development plan, etc.)
11) Information as to whether applicant has discussed plans with neighborhood association (DRC may table application until applicant has met with neighbors)

If a developer / builder is required to submit separate preliminary and final plats for approval, the level of detail required for the preliminary plat application is reduced. The intent of the preliminary application is to establish that the densities outlined in the phase master plat can be achieved; that vehicle and pedestrian circulation is adequately provided and that sewer, water, and dry utility services are feasible. With this understanding the following are the preliminary plant and development plan submittal requirements for developments within the Northwest Quadrant.

Final Subdivision Plat Submission Requirements
1) Application form
2) Letter of application describing the request: a) intent, b) name or project, c) location, d) acreage, e) number of lots
3) Application Fee
4) Six (6) copies of the final plat with data as set forth in Section 14-8.6 3A through G SFCC 1987
5) Six (6) copies of the final engineering plans <ul style="list-style-type: none"> a) Road plans and profiles b) Utility master plans c) sewer plans d) Structure profiles e) Typical Sections and details f) Terrain Management Plans, if applicable (Section 14-83 SFCC 1987) g) Fire protection plan h) Street Lighting plan i) And other plans or data as determined by City Staff
6) Two (2) copies of the final traffic impact analysis if: (as determined by the city's traffic engineer) <ul style="list-style-type: none"> a) The proposed development generates 50 or more trips in the peak direction during the peak hour of site traffic or during the peak hour of the adjacent street traffic, or b) The proposed development 1000 or more trips on an average weekday, or c) Financial contributions to be based on traffic are required or d) The case is in a sensitive area where neighborhood or other areas may be perceived as impacted, or e) The area of impact includes locations with current capacity problems, high accident locations, confusing intersections, or locations where signals or other improvements are f) Other specific problems or deficiencies are anticipated which may necessitate a traffic study.
7) Sewer availability statement from City Water Quality Division
8) Phasing Plan (if applicable)
9) Parking Plan (if existing building(s) and use(s))
10) Proof of compliance with previous conditions of approval (if applicable-annexation, rezoning, development plan, preliminary plat, etc)
11) Two (2) landscape plans (if common open space or for frontage on major or secondary arterials or located within escarpment district).
12) Homeowner's association documents and covenants (whenever common ownership is proposed-private roads, utilities, open space or any land designated for ownership in undivided interest.)

